

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA**

ECF CERTIFICATION EXERCISES

Thank you for your interest in using the ECF system for the U.S. Bankruptcy Court for the District of North Dakota. **The following are two sets of exercises - complete “Debtor Attorney” exercises if your practice includes both creditor and debtor work *or* complete “Creditor Attorney” exercises if you represent only creditors.**

DEBTOR ATTORNEY EXERCISES

Exercise #1

1. Access the court’s training database at <http://ecf-train.ndb.uscourts.gov>. Login using the user ID and password that you received via e-mail.
2. Using the method of your choice, prepare a Voluntary Petition (Form B1). *HINT: Please remember that all files (other than the matrix) must be in pdf format.*

Open a new voluntary Chapter 7 bankruptcy case using the following information *HINT: Be sure to use Open BK Case and let the system generate the case number.*

Office:	Fargo (Cass County)
Joint Petition:	No
Deficiencies:	None
Debtor’s Last Name:	<i>Your last name</i>
Debtor’s First Name:	<i>Your first name</i>
Debtor’s Middle Name:	Certification
Social Security Number:	<i>Any 9 -digit number</i>
Debtor’s Address:	<i>Create a street address, Fargo, ND 58102</i>
Type of Debtor:	Individual
Asset Notice:	No (Always “No” for a Ch. 7)
Estimated # of Creditors:	1-15
Estimated Assets:	\$150,000
Estimated Liabilities:	\$550,000
Receipt Number:	o (Enter “o” for other)

3. Browse to select the Voluntary Petition form created in step 2.

4. Create a creditor matrix containing at least 3 creditors. *HINT: The matrix must be saved as an ASCII Text file.* Upload the creditor matrix file.
5. Write down the case number of the new case.

Exercise #2

1. In the case that you opened in exercise #1, file a Motion to Avoid Lien, Notice of Motion and Certificate of Service on behalf of the debtor against any one of the creditors on the creditor matrix. *HINT: A 3-part event is available that allows you to file documents using one event.*
2. Attach the appropriate pdf file.

FOR YOUR INFORMATION ONLY: All proposed orders should be sent to proposed_orders@ndb.uscourts.gov

Exercise #3

1. Open an adversary case. *HINT: Be sure to use Open AP Case.*

Use the case filed in exercise #1 as the lead case

- a) Plaintiff: Debtor as noted in exercise #1 *HINT: You must enter yourself as the attorney for the plaintiff*
 - b) Defendant: U.S. Dept. of Education
 - c) The complaint is a dischargeability complaint under 523 (choose appropriate nature of suit)
2. Write down the case number of new adversary complaint.
 3. Attach the appropriate pdf file.

Please do not submit a partially completed exercise. When you have completed all exercises, send an e-mail to clerks_office@ndb.uscourts.gov including the Case Number of Exercise #1, the Case Number of Exercise #3 and the name of the attorney submitting the exercises.

Your submission will be reviewed and you will be notified regarding the status. For questions please e-mail clerks_office@ndb.uscourts.gov or call 701-297-7100.

CREDITOR ATTORNEY EXERCISES

Exercise #1

1. Open an adversary case *HINT: Be sure to use Open AP Case.*
 - a) Lead Case No. 04-70001
 - b) Plaintiff: American Express *Your Name* (Example: American Express John Doe)
HINT: You must enter yourself as an attorney for the plaintiff.
 - c) Defendant: Debtor (Cinderella and Prince Charming)
 - d) The complaint is a dischargeability complaint under 523 (choose appropriate nature of suit)
2. Write down the case number of new adversary complaint.

Exercise #2

1. In Bankruptcy Case # 04-70001 - (Debtors Cinderella and Prince Charming) file a Motion for Relief From Stay, Notice of Motion and Certificate of Service on behalf of creditor American Express *John Doe* against debtors *HINT: A 3-part event is available that allows you to file documents using one event.*
2. Attach the appropriate pdf file.

FOR YOUR INFORMATION ONLY: All proposed orders should be sent to proposed_orders @
ndb.uscourts.gov

Exercise #3

1. File a Reaffirmation Agreement between Flat Land Bank *Your Name* and the debtor in this case. *HINT: In the Description Field type "2002 Ford Explorer".*

Exercise #4

1. File a proof of claim in case number 04-70001 using the following information:

Creditor:	American Express <i>Your Name</i> (Example: American Express John Doe)
Creditor Committee:	No
20 Largest:	No
Amount Claimed:	\$15,000

Please do not submit a partially completed exercise. When you have completed all exercises send an e-mail to clerks_office@ndb.uscourts.gov including the name of the attorney submitting the exercises.

Your submission will be reviewed and you will be notified regarding the status. For questions please e-mail clerks_office@ndb.uscourts.gov or call 701-297-7100.